

# **SCHOOLS/LOCAL GOVERNMENT ENERGY MANAGEMENT PROGRAM**

For

**PERRYTON  
INDEPENDENT SCHOOL DISTRICT  
Perryton, Texas**

*An Energy Efficient Partnership Service*  
of  
**COMPTROLLER of the STATE of TEXAS  
STATE ENERGY CONSERVATION OFFICE  
111 E. 17th Street  
Austin, Texas 78774**

**Professional Engineering Services By:**

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**March 12, 2009**

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## 1.0 EXECUTIVE SUMMARY:

This **Energy Efficient Partnership Service** is provided to public school districts and hospitals as a portion of the state's **Schools/ Local Government Energy Management Program**; a program sponsored by the **State Energy Conservation Office (SECO)**, a division of the **State of Texas Comptroller of Public Accounts**.



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The service assists these public, non-profit institutions to take basic steps towards energy efficient facility operation. Active involvement in the partnership from the entire administration and staff within the agencies and institutions is critical in developing a customized blueprint for energy efficiency for their facilities.

In February 2009, **SECO** received a request for technical assistance from *Les Miller*, Superintendent for Perryton I.S.D. **SECO** responded by sending **ESA Energy Systems Associates, Inc.**, a registered professional engineering firm, to prepare this preliminary report for the school district. This report is intended to provide support for the district as it determines the most appropriate path for facility renovation, especially as it pertains to the heating and cooling systems around the facility. It is our opinion that significant decreases in annual energy costs, as well as major maintenance cost reductions, can be achieved through the efficiency recommendations provided herein.

This study has focused on energy efficiency and systems operations. To that end, an analysis of the utility usage and costs for **Perryton ISD**, (hereafter known as **PISD**) was completed by **ESA Energy Systems Associates, Inc.**, (hereafter known as *Engineer*) to determine the annual energy cost index (ECI) and energy use index (EUI) for each campus or facility. A complete listing of the Base Year Utility Costs and Consumption is provided in Appendix IV of this report.

Following the utility analysis and a preliminary consultation with Mr. Jackson, a walk-through energy analysis was conducted throughout the campus with Allan Kemp from the Perryton ISD Maintenance Department. Specific findings of this survey and the resulting recommendations for both operation and maintenance procedures and cost-effective energy retrofit installations are identified in Section 6.0 of this report.

We estimate that as much as \$1,200 may be saved annually if all recommended projects are implemented. The estimated installed cost of these projects should total approximately **\$9,750**, yielding an average simple payback of **8-1/4** years.

**SUMMARY TABLE:**

<b>Recommended Project</b>	<b>Estimated Annual Energy Cost Avoidance</b>	<b>Estimated Installation Cost</b>	<b>Predicted Simple Payback Period (Years)</b>
<i>HVAC Renovation</i>	<i>\$1,200</i>	<i>\$ 9,750</i>	<i>8-1/4Years</i>
<b>Total:</b>	<b>\$1,200</b>	<b>\$9,750</b>	<b>8-1/4</b>

(See Section 6.0 for a detailed description of each recommended project.)

Although additional savings from reduced maintenance expenses are anticipated, these savings projections are not included in the estimates provided above. As a result, the actual Return of Investment (ROI), for this retrofit program should be even faster than noted within these calculations.

Our final “summary” comment is that **SECO** views the completion and presentation of this report as a beginning, rather than an end, of our relationship with **PISD**. We hope to be ongoing partners in assisting you to implement the recommendations listed in this report. Please call us if you have further questions or comments regarding your Energy Management Issues.

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## 2.0 ENERGY ASSESSMENT PROCEDURE:

Involvement in this on-site analysis program was initiated through completion of a Preliminary Energy Assessment Service Agreement. This PEASA serves as the agreement to form a "partnership" between the client and the State Energy Conservation Office (SECO) for the purposes of energy costs and consumption reduction within owned and operated facilities.

SECO assisted Perryton ISD by providing a Energy Partnership Survey in 1998. At the time, all of Perryton's facilities were above regional averages for energy consumption and energy cost per square foot, except for the Elementary School that was 1% below average for energy cost. Recommendations included a lighting renovation from T12 to T8 fluorescent lamps and electronic ballasts, the installation of an energy management control system, and the installation of window enclosures to reduce air and energy infiltration at the windows.

After receipt of the PEASA, an on-site visit was conducted by the professional engineering firm contracted by SECO to provide service within that area of the state. A summary of the *Partner's* most recent twelve months of utility bills was provided to the engineer for the preliminary assessment of the Energy Performance Indicators. ESA then toured the facilities to evaluate changes in maintenance, operations and/or equipment which would produce potential savings in energy consumption and cost.

## 3.0 CAMPUS DESCRIPTIONS:

**Perryton ISD** consists of six campuses: a High School campus, a Junior High, Wright Elementary, Williams Intermediate School, a Kindergarten facility and an Accelerated Education building. The district serves 2,059 students in a small town 118 miles northeast of Amarillo.

### *Overall District Comments*

The district performed a renovation of the lighting system from T12 to T8 lamps with electronic ballasts and installed a Johnson Controls building energy management system (BEMS) about 6-7 years ago. The BEMS begins turning on HVAC equipment in a staggered start fashion at 0545 to 0615 hours in the mornings. It turns equipment off at 1600 hours. The staggered start is done with the idea of demand limitation by preventing too many units from starting at the same time. The belief is that starting current for HVAC equipment is momentarily much higher than running load current and allowing too many units to start at the same time will result in higher electric bills due to higher demand costs. In reality, given that the start-up current actually occurs in such a short time period (1-2 seconds) and demand is the average peak power required over a 15-30 minute interval, the programmed simultaneous start-up of HVAC units has little effect on the demand charges on the utility bill. Despite a programmed simultaneous start-up schedule, most units, even in the same building, but especially across different campuses, will not actually start in the same 1-2 second window because signal travel times through the system are not the same across the entire building. In most cases, performing a staggered start can actually increase the electric bill by forcing some units to operate for up to 30 more minutes per day than would be required in a programmed simultaneous start. *We recommend that the district consider re-programming the staggered start times to a simultaneous timed start at the minimal time required to have the classroom spaces comfortable for the start of class.*

The district is supplied low cost filters for the HVAC equipment by a non-profit organization. The organization supplies filter types based on what they can acquire at the time so the filters are occasionally pleated filters, but more often than not, they are the spun fiberglass type. The pleated filters provide significantly more filtration and equipment protection than the spun fiberglass type of filter. *We recommend that the district standardize on the pleated type of filter in order to better protect the equipment and overall indoor air quality.*

The 1998 report found the district to be conditioned with a combination of chiller/boiler plants and individual evaporative water coolers. The district has since converted all of their facilities to heat pump split systems and rooftop units. Therefore all of the units at the district are 10 years old or less and operating with an acceptable level of efficiency, *except for one 1987 Carrier rooftop unit (pictured to the right) at the Administration Building which should be replaced as soon as possible. We recommend this unit be supplied with a heavy-duty coil guard to protect it from the type of damage that this unit has sustained in its lifetime. Just 10% of the coils fins crushed in due to hail or vandalism will reduce the operating efficiency of the unit by up to 30% due to the inability of the unit to reject heat.*



The exterior lighting has the High School has been successfully controlled with photocells and plans to change the Junior High over to this type of control are planned for this summer.

During the survey, it was noted that many of the corridors were overlit according to standards set forth by the Illumination Engineering Society of North America (IESNA). In cases where the district is using three or four-lamp fixtures in the corridors, adequate light levels should be readily achievable by using just 2 lamps per fixture. De-lamping strategies like this are easily done with the electronic ballasts that have already been installed in the district as the operation of the ballast is frequently not affected by the removal of one or two lamps, but offers a significant energy savings opportunity for the district.

The High School installed some instantaneous water heaters 1-2 years ago and the opinion so far has been that the district likes the units. *We recommend that the district continue to replace the existing tank units with instantaneous models as the tank units require renovation in the future.*

## 4.0 ENERGY PERFORMANCE INDICATORS:

In order to easily assess the *Partner's* energy utilization and current level of efficiency, there are two key "Energy Performance Indicators" calculated within this report.

### 1. Energy Utilization Index

The Energy Utilization Index (EUI) depicts the total annual energy consumption per square foot of building space, and is expressed in "British Thermal Units" (BTU's).

To calculate the EUI, the consumption of electricity and gas are first converted to equivalent BTU consumption via the following formulas:

$$\text{ELECTRICITY Usage} \\ [\text{Total KWH /yr}] \times [3413 \text{ BTUs/KWH}] = \text{BTUs / yr}$$

$$\text{NATURAL GAS Usage} \\ [\text{Total MCF/yr}] \times [1,030,000 \text{ BTUs/MCF}] = \text{BTUs / yr}$$

After adding the BTU consumption of each fuel, the total BTU's are then divided by the building area.

$$\text{EUI} = [\text{Electricity BTU's} + \text{Gas BTU's}] \text{ divided by } [\text{Total square feet}]$$

### 2. Energy Cost Index

The Energy Cost Index (ECI) depicts the total annual energy cost per square foot of building space.

To calculate the ECI, the annual costs of electricity and gas are totaled and divided by the total square footage of the facility:

$$\text{ECI} = [\text{Electricity Cost} + \text{Gas Cost}] \text{ divided by } [\text{Total square feet}]$$

These indicators may be used to compare the facility's current cost and usage to past years, or to other similar facilities in the area. Although the comparisons will not provide specific reasons for unusual operation, they serve as indicators that problems may exist within the energy consuming systems.

**THE CURRENT ENERGY PERFORMANCE INDICATORS FOR :**  
**PERRYTON ISD**

<b><u>CAMPUS</u></b>	<b>ENERGY UTILIZATION INDEX (EUI) (Btu/sf-year)</b>	<b>ENERGY COST INDEX (ECI) (\$/sf-year)</b>
<b>2008 High School Campus</b>	<b>47,155</b>	<b>\$0.73</b>
Region 16 2006 Average HS:	74,213	\$0.69
<b>2008 Junior High Campus</b>	<b>25,478</b>	<b>\$0.35</b>
Region 16 2006 Average Jr High:	61,177	\$0.54
<b>2008 Wright Elementary</b>	<b>54,023</b>	<b>\$0.65</b>
Region 16 2006 Average ES:	55,848	\$0.55
<b>2008 Williams Intermediate</b>	<b>22,949</b>	<b>\$0.59</b>
Region 16 2006 Average ES:	55,848	\$0.55
<b>2008 Kindergarten</b>	<b>31,105</b>	<b>\$0.80</b>
<b>2008 Accelerated Education</b>	<b>56,264</b>	<b>\$1.35</b>

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Comparison to Average: From the **EUI** and **ECI** comparisons with other school facilities *within the region*, several energy related issues are apparent:

The school EUIs are consistently below regional averages for energy consumption. The ECIs are effectively equal to the 2006 regional averages. Part of the difference in cost is represented by the fact that the data for the regional average is 2006 data and does not account for energy price increases over the past two years.

The numbers are reflective of the investment that Perryton ISD has made in energy efficiency projects over the last 10 years.

The Base Year Utilities Consumption History is included in Appendix III of this report.

## 5.0 RATE SCHEDULE ANALYSIS:

### ELECTRIC REP: Direct Energy

ENERGY CHARGE: = \$ 0.0977

### ELECTRIC T&D: Oncor

ELECTRIC RATE: Secondary Service > 10kW

CUSTOMER CHARGE = \$24.90 per meter  
 METERING CHARGE = \$16.60 per meter  
 TRANSMISSION SYSTEM CHARGE = \$1.19 per NCP kW  
 DISTRIBUTION SYSTEM CHARGE = \$3.55 per Distribution kW

SYSTEM BENEFIT FUND = \$0.000655 per kWh

TRANSITION CHARGE 1 = \$ 0.171 per kW

TRANSITION CHARGE 2 = \$ 0.266 per kW

NUCLEAR DECOMMISSIONING CHARGE = \$0.044 per Distribution kW

TRANSMISSION COST RECOVERY FACTOR = \$ 0.403055 / NCP kW

EXCESS MITIGATION CREDIT = \$ 0.544 per Distribution kW

COMPETITIVE METERING CREDIT = \$ 3.15 / month

Average Savings for consumption: = **\$0.098355/kWh**

Average Savings for demand: = **\$6.12/kW**

### PROPANE UTILITY: M&M Fuels

GAS RATE: per gallon (charge varies per month)

CUSTOMER CHARGE = \$0.00

ENERGY CHARGE:

Cost / Consumption (average per year) = \$8,067 / 3,718 gallons

= **\$2.17 /gallon**

## 6.0 RECOMMENDATIONS:

### A. MAINTENANCE AND OPERATIONS PROCEDURES

1. Weather-strip around movable portions of exterior door and operable window frames.  
*Stationary sections of window and door frames should be recaulked as needed.*
2. Comb condensing unit fins to restore operating efficiency.  
*Crushing just 10% of the fins can result in efficiency losses of 30%.*
3. Implement SECO's Watt Watcher program to turn lights off in unoccupied areas.  
*The Watt Watcher program gets the students involved with helping to have lights turned off when not in use. Refer to Appendix VII for more information on the Watt Watcher Program.<sup>9</sup>*
4. Re-program BEMS to not perform "staggered start" demand limiting procedure.  
*The staggered start does not offer demand savings to counterbalance the increase consumption costs for running the units longer than required.*
5. De-lamp 3-lamp or 4-lamp corridor fixtures to 2-lamps each.  
*Adequate light levels for corridors should be normally provided by 2-lamp T8 fixtures.*

### B. CAPITAL EXPENSE PROJECTS

#### I. Replace old heat pump split systems

*Heat/Cool Units:* There is one (1) each 1987 packaged heat pump system (believed to be a 5-ton unit) at the Administration building that needs to be replaced soon.

Estimated Installed Cost	=	\$ 9,750
Estimated Energy Cost Savings	=	\$ 1,200
Simple Payback Period	=	8-1/4 Years

<b>SUMMARY:</b>	<b>IMPLEMENTATION COST</b>	<b>ESTIMATED SAVINGS</b>	<b>SIMPLE PAYBACK</b>
<i>HVAC Renovation</i>	<i>\$9,750</i>	<i>\$ 1,200</i>	<i>8-1/4Years</i>
<b>TOTAL PROJECTS</b>	<b>\$9,750</b>	<b>\$ 1,200</b>	<b>8-1/4 Years</b>

**Financing** of these projects may be provided using a variety of methods as Bond Programs, municipal leases, or state financing programs. Some of the programs, however, like the SECO LoanSTAR program require additional studies to procure the funding that would unnecessarily increase the payback period for projects where the total capital expense is less than \$100,000. More information regarding financial programs available to PISD can be found in:

APPENDIX I: *SUMMARY OF FUNDING AND PROCUREMENT OPTIONS  
FOR CAPITAL EXPENDITURE PROJECTS*

## **APPENDIX I**

### **SUMMARY OF FUNDING AND PROCUREMENT OPTIONS FOR CAPITAL EXPENDITURE PROJECTS**

## **SUMMARY OF FUNDING OPTIONS FOR CAPITAL EXPENDITURE PROJECTS**

Several options are available for funding retrofit measures which require capital expenditures.

### **LoanSTAR Program:**

The Texas LoanSTAR program is administered by the State Energy Conservation Office (SECO). It is a revolving loan program available to all public school districts in the state as well as other institutional facilities. SECO loans money at 3% interest for the implementation of energy conservation measures which have a combined payback of eight years or less. The amount of money available varies, depending upon repayment schedules of other facilities with outstanding loans, and legislative actions. Check with Theresa Sifuentes of SECO (512-463-1896) for an up-to-date evaluation of prospects for obtaining a loan in the amounts desired.

### **TASB (Texas Association Of School Boards) Capital Acquisition Program:**

TASB makes loans to school districts for acquiring personal property for "maintenance purposes". Energy conservation measures are eligible for these loans. The smallest loan TASB will make is \$100,000. Financing is at 4.4% to 5.3%, depending upon length of the loan and the school district's bond rating. Loans are made over a three year, four year, seven year, or ten year period. The application process involves filling out a one page application form, and submitting the school district's most recent budget and audit. Contact Cheryl Kepp at TASB (512-467-0222) for further information.

### **Loans On Commercial Market:**

Local lending institutions are another source for the funding of desired energy conservation measures. Interest rates obtainable may not be as attractive as that offered by the LoanSTAR or TASB programs, but advantages include "unlimited" funds available for loan, and local administration of the loan.

### **Leasing Corporations:**

Leasing corporations have become increasingly interested in the energy efficiency market. The financing vehicle frequently used is the municipal lease. Structured like a simple loan, a municipal leasing agreement is usually a lease-purchase agreement. Ownership of the financed equipment passes to the district at the beginning of the lease, and the lessor retains a security interest in the purchase until the loan is paid off. A typical lease covers the total cost of the equipment and may include installation costs. At the end of the contract period a nominal amount, usually a dollar, is paid by the lessee for title to the equipment.

### **Bond Issue:**

The may choose to have a bond election to provide funds for capital improvements. Because of its political nature, this funding method is entirely dependent upon the mood of the voters, and may require more time and effort to acquire the funds than the other alternatives.



## **SUMMARY OF PROCUREMENT OPTIONS FOR CAPITAL EXPENDITURE PROJECTS**

### **State Purchasing:**

The General Services Commission has competitively bid contracts for numerous items which are available for direct purchase by school districts. Contracts for this GSC service may be obtained from Sue Jager at (512) 475-2351.

### **Design/Bid/Build (Competitive Bidding):**

Plans and specifications are prepared for specific projects and competitive bids are received from installation contractors. This traditional approach provides the district with more control over each aspect of the project, and task items required by the contractors are presented in detail.

### **Design/Build:**

These contracts are usually structured with the engineer and contractor combined under the same contract to the owner. This type team approach was developed for fast-track projects, and to allow the contractor a position in the decision making process. The disadvantage to the district is that the engineer is not totally independent and cannot be completely focused upon the interest of the district. The district has less control over selection of equipment and quality control.

### **Purchasing Standardization Method:**

This method will result in significant dollar savings if integrated into planned facility improvements. For larger purchases which extend over a period of time, standardized purchasing can produce lower cost per item expense, and can reduce immediate up-front expenditures. This approach includes traditional competitive bidding with pricing structured for present and future phased purchases.

### **Performance Contracting:**

Through this arrangement, an energy service company (ESCO) using in-house or third party financing to implement comprehensive packages of energy saving retrofit projects. Usually a turnkey service, this method includes an initial assessment of energy savings potential, design of the identified projects, purchase and installation of the equipment, and overall project management. The ESCO guarantees that the cost savings generated will, at a minimum, cover the annual payment due over the term of the contract. The laws governing Performance Contracting for school districts are detailed in the Texas Education Code, Subchapter Z, Section 44.901. Senate Bill SB 3035, passed by the seventy-fifth Texas Legislature, amends some of these conditions. Performance Contracting is a highly competitive field, and interested districts may wish to contact Theresa Sifuentes of State Energy Conservation Office, (SECO), at 512-463-1896 for assistance in preparing requests for proposals or requests for qualifications.

# Solution Center

## How to Finance Your Energy Program



Cost and financing issues are pivotal factors in determining which energy-efficiency measures will be included in your final energy management plan. Before examining financing options, you need to have a reasonably good idea of the measures that may be implemented. For this purpose, you will want to perform cost/benefit analyses on each candidate measure to identify those with the best investment potential. This document presents a brief introduction to cost/benefit methods and then suggests a variety of options for financing your program.

### Selecting a Cost/Benefit Analysis Method

Cost/benefit analysis can determine if and when an improvement will pay for itself through energy savings and to help you set priorities among alternative improvement projects. Cost/benefit analysis may be either a simple payback analysis or the more sophisticated life cycle cost analysis. Since most electric utility rate schedules are based on both consumption and peak demand, your analyst should be skilled at assessing the effects of changes in both electricity use and demand on total cost savings, regardless of which type of analysis is used. Before beginning any cost/benefit analyses, you must first determine acceptable design alternatives that meet the heating, cooling, lighting, and control requirements of the building being evaluated. The criteria for determining whether a design alternative is "acceptable" includes reliability, safety, conformance with building codes, occupant comfort, noise levels, and space limitations. Since there will usually be a number of acceptable alternatives for any project, cost/benefit analysis allows you to select those that have the best savings potential.

### Simple Payback Analysis

A highly simplified form of cost/benefit analysis is called simple payback. In this method, the total first cost of the improvement is divided by the first-year energy cost savings produced by the improvement. This method yields the number of years required for the improvement to pay for itself.

This kind of analysis assumes that the service life of the energy-efficiency measure will equal or exceed the simple payback time. Simple payback analysis provides a relatively easy way to examine the overall costs and savings potentials for a variety of project alternatives. However, it does

not consider a number of factors that are difficult to predict, yet can have a significant impact on cost savings. These factors may be considered by performing a life-cycle cost (LCC) analysis.

### Simple Payback

As an example of simple payback, consider the lighting retrofit of a 10,000-square-foot commercial office building. Relamping with T-8 lamps and electronic, high-efficiency ballasts may cost around \$13,300 (\$50 each for 266 fixtures) and produce annual savings of around \$4,800 per year (80,000 kWh at \$0.06/kWh). This simple payback for this improvement would be

$$\frac{\$13,300}{\$4,800/\text{year}} = 2.8 \text{ years}$$

That is, the improvement would pay for itself in 2.8 years, a 36% simple return on the investment ( $1/2.8 = 0.36$ ).

### Life-Cycle Cost Analysis

Life-cycle cost analysis (LCC) considers the total cost of a system, device, building, or other capital equipment or facility over its anticipated useful life. LCC analysis allows a comprehensive assessment of all anticipated costs associated with a design alternative. Factors commonly considered in LCC analyses include initial capital cost, operating costs, maintenance costs, financing costs, the expected useful life of equipment, and its future salvage values. The result of the LCC analysis is generally expressed as the value of initial and future costs in today's dollars, as reflected by an appropriate discount rate.

The first step in this type of analysis is to establish the general study parameters for the

continued



## How to Finance Your Energy Program *continued*

project, including the base date (the date to which all future costs are discounted), the service date (the date when the new system will be put into service), the study period (the life of the project or the number of years over which the investor has a financial interest in the project), and the discount rate. When two or more design alternatives are compared (or even when a single alternative is compared with an existing design), these variables must be the same for each to assure that the comparison is valid. It is meaningless to compare the LCC of two or more alternatives if they are computed using different study periods or different discount rates.

Decision makers in both the public and private sectors have long used LCC analysis to obtain an objective assessment of the total cost of owning, operating, and maintaining a building or building system improvement over its useful life. Nevertheless, an LCC analysis does require a good understanding of acceptable alternatives, useful life, equipment efficiencies, and discount rates.

### Selecting the "Best" Alternatives

Generally, all project alternatives should be screened using simple payback analyses. A more detailed and costly LCC analysis should be reserved for large projects or those improvements that entail a large investment, since a detailed cost analysis would then be a small part of the overall cost. Both simple payback and LCC analyses will allow you to set priorities based on measures that represent the greatest return on investment. In addition, these analyses can help you select appropriate financing options:

- Energy-efficiency measures with short payback periods, such as one to two years, are economically very attractive and should be implemented using operating reserves or other readily available internal funds, if possible.
- Energy-efficiency measures with payback periods from three to five years may be considered for funding from available internal capital investment monies, or may be attractive candidates for third-party financing through energy service companies or equipment leasing arrangements.
- Frequently, short payback measures can be combined with longer payback measures (10

years or more) in order to increase the number of measures that can be cost-effectively included in a project. Projects that combine short- and long-term paybacks are recommended to avoid "cream-skimming" (implementing only those measures that are highly cost effective and have quick paybacks) at the expense of other worthwhile measures. A selected set of measures with a combination of payback periods can be financed either from available internal funds or through third party alternatives.

If simple payback time is long, 10 or more years, economic factors can be very significant and LCC analysis is recommended. In contrast, if simple payback occurs within three to five years, more detailed LCC analysis may not be necessary, particularly if price and inflation changes are assumed to be moderate.

### Weighing Non-Cost Impacts

Some factors related to building heating, air conditioning, and lighting system design are not considered in either simple payback or LCC analyses. Examples include the thermal comfort of occupants in a building and the adequacy of task lighting, both of which affect productivity. A small loss in productivity due to reduced comfort or poor lighting can quickly offset any energy cost savings.

Conventional cost/benefit analyses also normally do not consider the ancillary societal benefits that can result from reduced energy use (e.g., reduced carbon emissions, improved indoor air quality). In some cases, these ancillary benefits can be assigned an agreed upon monetary value, but the values to be used are strongly dependent on local factors. In general, if societal benefits have been assigned appropriate monetary values by a local utility, they can be easily considered in your savings calculations. However, your team should discuss this issue with your local utility or with consultants working on such values in your area.

Finally, in any cost analysis, it can be very important to include avoided cost as part of the benefit of the retrofit. When upgrading or replacing building equipment, the avoided cost of maintaining existing equipment should be considered a cost savings provided by the improvement.

## How to Finance Your Energy Program *continued*

### Financing Mechanisms

Capital for energy-efficiency improvements is available from a variety of public and private sources, and can be accessed through a wide and flexible range of financing instruments. While variations may occur, there are five general financing mechanisms available today for investing in energy-efficiency:

- **Internal Funds.** Energy-efficiency improvements are financed by direct allocations from an organization's own internal capital or operating budget.
- **Debt Financing.** Energy-efficiency improvements are financed with capital borrowed directly by an organization from private lenders.
- **Lease or Lease-Purchase Agreements.** Energy-efficient equipment is acquired through an operating or financing lease with no up-front costs, and payments are made over five to ten years.
- **Energy Performance Contracts.** Energy-efficiency measures are financed, installed, and maintained by a third party, which guarantees savings and payments based on those savings.
- **Utility Incentives.** Rebates, grants, or other financial assistance are offered by an energy utility for the design and purchase of certain energy-efficient systems and equipment.

These financing mechanisms are not mutually exclusive (i.e., an organization may use several of them in various combinations). The most appropriate set of options will depend on the size and complexity of a project, internal capital constraints, in-house expertise, and other factors. Each of these mechanisms is discussed briefly below, followed by some additional funding sources and considerations.

### Internal Funds

The most direct way for the owner of a building or facility to pay for energy-efficiency improvements is to allocate funds from the internal capital or operating budget. Financing internally has two clear advantages over the other options discussed below – it retains internally all savings from increased energy-efficiency, and it is usually the simplest option administratively. The resulting savings may be used to decrease overall operating

expenses in future years or retained within a revolving fund used to support additional efficiency investments. Many public and private organizations regularly finance some or all of their energy-efficiency improvements from internal funds.

In some instances, competition from alternative capital investment projects and the requirement for relatively high rates of return may limit the use of internal funds for major, standalone investments in energy-efficiency. In most organizations, for example, the highest priorities for internal funds are business or service expansion, critical health and safety needs, or productivity enhancements. In both the public and private sectors, capital that remains available after these priorities have been met will usually be invested in those areas that offer the highest rates of return. The criteria for such investments commonly include an annual return of 20 percent to 30 percent or a simple payback of three years or less.

Since comprehensive energy-efficiency improvements commonly have simple paybacks of five to six years, or about a 12 percent annual rate of return, internal funds often cannot serve as the sole source of financing for such improvements. Alternatively, however, internal funding can be used well and profitably to achieve more competitive rates of return when combined with one or more of the other options discussed below.

### Debt Financing

Direct borrowing of capital from private lenders can be an attractive alternative to using internal funds for energy-efficiency investments. Financing costs can be repaid by the savings that accrue from increased energy-efficiency. Additionally, municipal governments can often issue bonds or other long-term debt instruments at substantially lower interest rates than can private corporate entities. As in the case of internal funding, all savings from efficiency improvements (less only the cost of financing) are retained internally.

Debt financing is administratively more complex than internal funding, and financing costs will vary according to the credit rating of the borrower. This approach may also be restricted by formal debt ceilings imposed by municipal



## How to Finance Your Energy Program *continued*

policy, accounting standards, and/or Federal or state legislation.

In general, debt financing should be considered for larger retrofit projects that involve multiple buildings or facilities. When considering debt financing, organizations should weigh the cost and complexity of this type of financing against the size and risk of the proposed projects.

### Lease and Lease-Purchase Agreements

Leasing and lease-purchase agreements provide a means to reduce or avoid the high, up-front capital costs of new, energy-efficient equipment. These agreements may be offered by commercial leasing corporations, management and financing companies, banks, investment brokers, or equipment manufacturers. As with direct borrowing, the lease should be designed so that the energy savings are sufficient to pay for the financing charges. While the time period of a lease can vary significantly, leases in which the lessee assumes ownership of the equipment generally range from five to ten years. There are several different types of leasing agreements, as shown in the sidebar. Specific lease agreements will vary according to lessor policies, the complexity of the project, whether or not engineering and design services are included, and other factors.

### Energy Performance Contracts

Energy performance contracts are generally financing or operating leases provided by an Energy Service Company (ESCO) or equipment manufacturer. The distinguishing features of these contracts are that they provide a guarantee on energy savings from the installed retrofit measures, and they provide payments to the ESCo from the savings, freeing the customer from any need of up-front payments to the ESCo. The contract period can range from five to 15 years, and the customer is required to have a certain minimum level of capital investment (generally \$200,000 or more) before a contract will be considered.

Under an energy performance contract, the ESCo provides a service package that typically includes the design and engineering, financing, installation, and maintenance of retrofit measures to improve energy-efficiency. The scope of these improvements can range from measures that affect a single part of a building's energy-using

### Types of Leasing Agreements

**Operating Leases** are usually for a short term, occasionally for periods of less than one year. At the end of the lease period, the lessee may either renegotiate the lease, buy the equipment for its fair market value, or acquire other equipment. The lessor is considered the owner of the leased equipment and can claim tax benefits for its depreciation.

**Financing Leases** are agreements in which the lessee essentially pays for the equipment in monthly installments. Although payments are generally higher than for an operating lease, the lessee may purchase the equipment at the end of the lease for a nominal amount (commonly \$1). The lessee is considered the owner of the equipment and may claim certain tax benefits for its depreciation.

**Municipal Leases** are available only to tax-exempt entities such as school districts or municipalities. Under this type of lease, the lessor does not have to pay taxes on the interest portion of the lessee's payments, and can therefore offer an interest rate that is lower than the rate for usual financing leases. Because of restrictions against multi-year liabilities, the municipality specifies in the contract that the lease will be renewed year by year. This places a higher risk on the lessor, who must be prepared for the possibility that funding for the lease may not be appropriated. The lessor may therefore charge an interest rate that is as much as 2 percent above the tax-exempt bond rate, but still lower than rates for regular financing leases. Municipal leases nonetheless are generally faster and more flexible financing tools than tax-exempt bonds.

**Guaranteed Savings Leases** are the same as financing or operating leases but with the addition of a guaranteed savings clause. Under this type of lease, the lessee is guaranteed that the annual payments for leasing the energy-efficiency improvements will not exceed the energy savings generated by them. The owner pays the contractor a fixed payment per month. If actual energy savings are less than the fixed payment, however, the owner pays only the small amount saved and receives a credit for the difference.



## How to Finance Your Energy Program *continued*

infrastructure (such as lighting) to a complete package of measures for multiple buildings and facilities. Generally, the service provider will guarantee savings as a result of improvements in both energy and maintenance efficiencies. Flat-fee payments tend to be structured to maintain a positive cash flow to the customer with whom the agreement is made. With the increasing deregulation of conventional energy utilities, several larger utilities have formed unregulated subsidiaries that offer a full range of energy-efficiency services under performance agreements.

An energy performance contract must define the methodology for establishing the baseline costs and cost savings and for the distribution of those savings among the parties. The contract must also specify how those savings will be determined, and must address contingencies such as utility rate changes and variations in the use and occupancy of a building. While several excellent guidance documents exist for selecting and negotiating energy performance contracts, large or complicated contracts should be negotiated with the assistance of experienced legal counsel.

### Utility Incentives

Some utilities still offer financial incentives for the installation of energy-efficient systems and equipment, although the number and extent of such programs appears to be decreasing as utility deregulation proceeds. These incentives are available for a variety of energy-efficient products including lighting, HVAC systems, energy management controls, and others. The most common incentives are equipment rebates, design assistance, and low-interest loans.

In general, the primary purpose of utility incentives is to lower peak demand; overall energy-efficiency is an important, but secondary consideration. Incentives are much more commonly offered by electric utilities than by natural gas utilities.

### Additional Financing Sources and Considerations

**State and Federal Assistance.** Matching grants, loans, or other forms of financial assistance (in

addition to those listed above) may be available from the Federal government or state governments. If your community is considering energy-efficiency improvements for public or assisted multifamily housing, your program could be eligible to receive assistance through various programs of the U.S. Department of Housing and Urban Development. A variety of state-administered programs for building efficiency improvements may also be available, some of which are funded through Federal block grants and programs. Federal assistance available through states include Federal block grants and State Energy Conservation Program funds. An example of individual state programs is the Texas LoanSTAR program, which provides low-interest loans for state agencies and schools.

### Utility Assistance

**Equipment Rebates.** Some utilities offer rebates on the initial purchase price of selected energy-efficient equipment. The amount of the rebate varies substantially depending on the type of equipment. For example, a rebate of \$.50 to \$1 may be offered for the replacement of an incandescent bulb with a more efficient fluorescent lamp, while the installation of an adjustable speed drive may qualify for a rebate of \$10,000 or more.

**Design Assistance.** A smaller number of utilities provide direct grants or financial assistance to architects and engineers for incorporating energy-efficiency improvements in their designs. This subsidy can be based on the square footage of a building, and/or the type of energy-efficiency measures being considered. Generally, a partial payment is made when the design process is begun, with the balance paid once the design has been completed and installation has commenced.

**Low-Interest Loans.** Loans with below-market rates are provided by other utilities for the purchase of energy-efficient equipment and systems. Typically, these low-interest loans will have an upper limit in the \$10,000 to \$20,000 range, with monthly payments scheduled over a two- to five-year period.

## How to Finance Your Energy Program *continued*

**Bulk Purchasing.** Large organizations generally have purchasing or materials procurement departments that often buy standard materials in bulk or receive purchasing discounts because of the volume of their purchases. Such organizations can help reduce the costs of energy-efficiency renovations if their bulk purchasing capabilities can be used to obtain discounts on the price of materials (e.g., lamps and ballasts). While some locales may have restrictions that limit the use of this option, some type of bulk purchasing can usually be negotiated to satisfy all parties involved.

**Project Transaction Costs.** Certain fixed costs are associated with analyzing and installing energy measures in each building included in a retrofit program. Each additional building, for example, could represent additional negotiations and transactions with building owners, building analysts, energy auditors, equipment installers, commissioning agents, and other contractors. Similarly, each additional building will add to the effort involved in initial data analysis as well as in tracking energy performance after the retrofit. For these reasons, it is often possible to achieve target energy savings at lower cost by focusing only on those buildings that are the largest energy users. One disadvantage with larger buildings is that the energy systems in the building can be more difficult to understand, but overall, focusing on the largest energy users is often the most efficient use of your financial resources.

**Direct Value-Added Benefits.** The primary value of retrofits to buildings and facilities lies in the reduction of operating costs through improved energy-efficiency and maintenance savings. Nevertheless, the retrofit may also directly help address a variety of related concerns, and these benefits (and avoided costs) should be considered in assessing the true value of an investment. A few examples of these benefits include the improvement of indoor air quality in office buildings and schools; easier disposal of toxic or hazardous materials found in energy-using equipment; and assistance in meeting increasingly stringent state or Federal mandates for water conservation. Effective energy management controls for buildings can also

provide a strong electronic infrastructure for improving security systems and telecommunications.

**Economic Development Benefits.** In addition to direct savings on operating costs and the added-value benefits mentioned above, investments in energy-efficiency can also support a community's economic development and employment opportunities. Labor will typically constitute about 60 percent of a total energy investment, and about 50 percent of equipment can be expected to be purchased from local equipment suppliers; as a result, about 85 percent of the investment is retained within the local economy. Additionally, funds retained in urban areas will generally be re-spent in the local economy. The Department of Commerce estimates that each dollar retained in an urban area will be re-spent three times. This multiplier effect results in a three-fold increase in the economic benefits of funds invested in energy-efficiency, without even considering the savings from lower overall fuel costs.

*For more information contact the Rebuild America Clearinghouse at 252-459-4664 or visit [www.rebuild.gov](http://www.rebuild.gov)*



**APPENDIX II**  
**ELECTRIC UTILITY RATE SCHEDULE**



**Tariff for Retail Delivery Service  
Oncor Electric Delivery Company LLC**

**6.1.1 Delivery System Charges**

Applicable: Entire Certified Service Area  
Effective Date: January 1, 2004

Sheet: 3  
Page 1 of 2  
Revision: One

**6.1.1.3 - Secondary Service Greater Than 10 kW****AVAILABILITY**

This schedule is applicable to Delivery Service for non-residential purposes at secondary voltage with demand greater than 10 kW when such Delivery Service is to one Point of Delivery and measured through one Meter.

**TYPE OF SERVICE**

Delivery Service will be single or three-phase, 60 hertz, at a standard secondary voltage. Delivery Service will be metered using Company's standard meter provided for this type of Delivery Service, unless Retail Customer chooses a competitive meter provider. Any meter other than the standard meter provided by Company, will be provided at an additional charge. Where Delivery Service of the type desired is not available at the Point of Delivery, additional charges and special contract arrangements may be required prior to Delivery Service being furnished, pursuant to Section 6.1.2.2 of this Tariff.

**MONTHLY RATE****I. Transmission and Distribution Charges:**

Customer Charge	\$24.90	per Retail Customer per Month
Metering Charge	\$16.65	per Retail Customer per Month
Transmission System Charge		
Non-IDR Metered	\$ 1.19	per NCP kW
IDR Metered	\$ 1.47	per 4CP kW
Distribution System Charge	\$ 3.55	per Distribution System billing kW

**II. System Benefit Fund:** \$0.000655 per kWh, See Rider SBF

**III. Transition Charge:** See Rider TC

**IV. Nuclear Decommissioning Charge:** \$0.044 per Distribution System billing kW,  
See Rider NDC

**V. Transmission Cost Recovery Factor:** See Rider TCRF

**VI. Excess Mitigation Credit:** See Rider EMC

**VII. State Colleges and Universities Discount:** See Rider SCUD

**VIII. Competitive Metering Credit:** See Rider CMC

**IX. Other Charges or Credits:**

Not Applicable

**Tariff for Retail Delivery Service  
Oncor Electric Delivery Company LLC**

**6.1.1 Delivery System Charges**

Applicable: Entire Certified Service Area  
Effective Date: January 1, 2004

Sheet: 3  
Page 2 of 2  
Revision: One

**COMPANY SPECIFIC APPLICATIONS**

At company's option, locations where the electrical installation has multiple connections to company's conductors, due to company facilities limitations or design criteria, may be considered one Point of Delivery for billing purposes.

**DETERMINATION OF BILLING DEMAND FOR TRANSMISSION SYSTEM CHARGES****DETERMINATION OF NCP kW**

The NCP kW applicable under the Monthly Rate section shall be the kW supplied during the 15 minute period of maximum use during the billing month.

**DETERMINATION OF 4 CP kW**

The 4 CP kW applicable under the Monthly Rate section shall be the average of the Retail Customer's integrated 15 minute demands at the time of the monthly ERCOT system 15 minute peak demand for the months of June, July, August and September of the previous calendar year. The Retail Customer's average 4CP demand will be updated effective on January 1 of each calendar year and remain fixed throughout the calendar year. Retail Customers without previous history on which to determine their 4 CP kW will be billed at the applicable NCP rate under the "Transmission System Charge" using the Retail Customer's NCP kW.

**DETERMINATION OF BILLING DEMAND FOR DISTRIBUTION SYSTEM CHARGES****DETERMINATION OF BILLING kW**

The Billing kW applicable to the Distribution System Charge shall be the higher of the NCP kW for the current billing month or 80% of the highest monthly NCP kW established in the 11 months preceding the current billing month (80% ratchet). The 80% ratchet shall not apply to retail seasonal agricultural customers, as determined by the utility.

**NOTICE**

This rate schedule is subject to the Company's Tariff and Applicable Legal Authorities.

## **APPENDIX III**

### **UTILITIES CONSUMPTION HISTORY**

OWNER:

Perryton ISD

BUILDING:

Wright ES

MONTH / YEAR		ELECTRIC				NAT'L GAS / FUEL	
		CONSUMPTION	METERED	CHARGED	COST OF	TOTAL ALL	
MONTH	YEAR	KWH	KW/KVA	KW/KVA	DEMAND	ELECTRICAL	
						COSTS \$	
							CONSUMPTION
							MCF

54,023 BTU/s.f.yr

\$0.65 \$/s.f. yr

## Energy Use Index:

Total Site BTU's/yr  
Total Area (sq.ft.)

## Energy Cost Index:

Total Energy Cost/yr  
Total Area (sq.ft.)

\$32,745 Per Year

495.98 x 106

2,236.13 x 106

2,732.11 x 106

50,573 s.f.

Account #  
08-2090-00Gas Utility  
City of PerrytonAccount #  
300311354

Meter#

Electric Utility  
Xcel

OWNER:

Perryton ISD

BUILDING:

Junior High

MONTH / YEAR		ELECTRIC				NAT'L GAS / FUEL	
		CONSUMPTION	METERED	CHARGED	COST OF	TOTAL ALL	
MONTH	YEAR	KWH	KW/KVA	KW/KVA	DEMAND	ELECTRICAL	
						COSTS \$	CONSUMPTION
							MCF

Annual Total Energy Cost = \$43,013 Per Year

Energy Use Index:  
Total Site BTU's/yr  
Total Area (sq.ft.)

25,478 BTU/s.f.yr

Energy Cost Index:  
Total Energy Cost/yr  
Total Area (sq.ft.)

\$0.35 \$/s.f. yr

Floor area: 121,384 s.f.

Electric Utility	Account #	Meter#	Gas Utility	Account #
Xcel	300395917		City of Perryton	04-70-00
	300263485			
	300263383			



OWNER:

Perryton ISD

BUILDING:

Accelerated Ed

MONTH / YEAR		ELECTRIC			NAT'L GAS / FUEL	
		CONSUMPTION	METERED	CHARGED	COST OF	TOTAL ALL
MONTH	YEAR	KWH	KW/KVA	KW/KVA	DEMAND	ELECTRICAL
						COSTS \$
						MCF
						COSTS
						\$
JANUARY	2009	8,080	24	24	155	610
FEBRUARY	2008	8,680	28	28	177	594
MARCH	2008	8,120	28	28	177	572
APRIL	2008	9,000	38	38	241	718
MAY	2008	10,600	46	46	295	974
JUNE	2008	12,200	45	45	427	1,210
JULY	2008	6,720	38	38	292	730
AUGUST	2008	10,400	54	54	415	1,084
SEPTEMBER	2008	11,080	46	46	336	1,052
OCTOBER	2008	8,400	38	38	241	778
NOVEMBER	2008	8,600	28	28	177	660
DECEMBER	2008	7,120	24	24	152	555
TOTAL		109,000	437	437	3,085	\$9,537

Annual Total Energy Cost =

\$9,537

Per Year

Total KWH x 0.003413 =

372.02

x 106

Total MCF x 1.03 =

0.00

x 106

Total Other x

372.02

x 106

Total Site BTU's/yr

11,960

s.f.

Floor area:

11,960

s.f.

Electric Utility

Account #

300599621

Meter#

Gas Utility

City of Perryton

Account #

n/a

Energy Use Index:

Total Site BTU's/yr

31,105 BTU/s.f.yr

Energy Cost Index:

Total Energy Cost/yr

\$0.80 \$/s.f. yr

OWNER:

Perryton ISD

BUILDING:

Williams Int.

MONTH / YEAR

MONTH	YEAR	ELECTRIC			NAT'L GAS / FUEL			
		CONSUMPTION KWH	METERED KW/KVA	CHARGED KW/KVA	COST OF DEMAND	TOTAL ALL ELECTRICAL COSTS \$	CONSUMPTION MCF	\$
JANUARY	2009	89,280	301	301	1,905	6,825	0	\$0
FEBRUARY	2008	78,520	264	264	1,671	5,328	0	\$0
MARCH	2008	72,720	260	260	1,646	5,054	0	\$0
APRIL	2008	63,480	254	254	1,608	4,880	0	\$0
MAY	2008	63,480	334	334	214	6,108	0	\$0
JUNE	2008	65,400	236	236	1,795	5,908	0	\$0
JULY	2008	24,800	276	276	2,122	3,746	0	\$0
AUGUST	2008	63,960	382	382	3,014	7,076	0	\$0
SEPTEMBER	2008	75,840	380	380	2,922	7,741	0	\$0
OCTOBER	2008	58,960	302	302	1,912	5,736	0	\$0
NOVEMBER	2008	75,880	266	266	1,684	5,892	0	\$0
DECEMBER	2008	83,880	337	337	2,133	6,762	0	\$0
TOTAL		816,200	3,592	3,592	22,626	\$71,056	0	\$0

Annual Total Energy Cost =

\$71,056

Per Year

Total KWH x 0.003413 =

2,785.69

x 106

Total MCF x 1.03 =

0.00

x 106

Total Other x

x 106

Total Site BTU's/yr

2,785.69

x 106

Floor area:

121,384

s.f.

Electric Utility

Account #

Meter#

Gas Utility

Account #

Xcel

300455375

City of Perryton

Energy Use Index:

Total Site BTU's/yr

22,949 BTU/s.f.yr

Energy Cost Index:

Total Energy Cost/yr

\$0.59 \$/s.f. yr

OWNER:

Perryton ISD

BUILDING:

Kindergarten

MONTH / YEAR	ELECTRIC					NAT'L GAS / FUEL	
	YEAR	CONSUMPTION KWH	METERED KW/KVA	CHARGED KW/KVA	COST OF DEMAND	TOTAL ALL ELECTRICAL	CONSUMPTION
						COSTS \$	
MONTH							
JANUARY	2009	60,800	186	186	1,208	4,526	\$0
FEBRUARY	2008	63,800	204	204	1,291	4,264	\$0
MARCH	2008	51,000	190	190	1,203	3,637	\$0
APRIL	2008	46,200	188	188	1,190	3,669	\$0
MAY	2008	49,400	228	228	1,495	4,606	\$0
JUNE	2008	47,800	132	132	1,218	4,217	\$0
JULY	2008	45,200	194	194	1,492	4,336	\$0
AUGUST	2008	55,600	268	268	2,061	5,563	\$0
SEPTEMBER	2008	51,800	212	212	1,531	4,826	\$0
OCTOBER	2008	48,400	180	180	1,139	4,092	\$0
NOVEMBER	2008	60,600	182	182	1,152	4,454	\$0
DECEMBER	2008	65,800	196	196	1,241	4,832	\$0
TOTAL		646,400	2,360	2,360	16,221	\$53,022	\$0

Annual Total Energy Cost =

\$53,022

Per Year

Total KWH x 0.003413 =

2,206.16

x 106

Total MCF x 1.03 =

0.00

x 106

Total Other x

2,206.16

x 106

Total Site BTU's/yr

39,211

s.f.

Energy Use Index:

Total Site BTU's/yr

Total Area (sq.ft.)

Energy Cost Index:

Total Energy Cost/yr

Total Area (sq.ft.)

56,264 BTU/s.f.yr

\$1.35 \$/s.f. yr

Electric Utility

Account #

Meter#

Gas Utility

Account #

Xcel

300551605

City of Perryton

n/a

Annual Total Energy Cost = \$53,022 Per Year

Total KWH x 0.003413 = 2,206.16 x 106  
 Total MCF x 1.03 = 0.00 x 106  
 Total Other x \_\_\_\_\_ x 106  
 Total Site BTU's/yr 2,206.16 x 106

Floor area: 39,211 s.f.

Electric Utility Xcel  
 Account # 300551605  
 Meter#

Gas Utility City of Perryton  
 Account # n/a

Energy Use Index:  
 Total Site BTU's/yr  
 Total Area (sq.ft.)

Energy Cost Index:  
 Total Energy Cost/yr  
 Total Area (sq.ft.)

56,264 BTU's/s.f.yr

\$1.35 \$/s.f. yr



OWNER:		Perryton ISD		BUILDING:		High School		NAT'L GAS / FUEL	
MONTH / YEAR		ELECTRIC		DEMAND		TOTAL ALL		CONSUMPTION	
MONTH	YEAR	CONSUMPTION KWH	METERED KW/KVA	CHARGED KW/KVA	COST OF DEMAND	ELECTRICAL COSTS \$		MCF	\$
JANUARY	2009	73,400	222	222	1,427	5,435		840	\$7,918
FEBRUARY	2008	72,400	232	232	1,469	4,827		739	\$6,969
MARCH	2008	68,000	218	218	1,380	4,557		345	\$3,256
APRIL	2008	60,600	218	218	1,380	4,475		170	\$1,608
MAY	2008	66,200	292	292	1,848	6,009		59	\$562
JUNE	2008	60,800	248	248	2,468	6,308		27	\$261
JULY	2008	38,800	140	140	1,077	3,514		27	\$260
AUGUST	2008	81,400	388	388	2,984	8,103		44	\$414
SEPTEMBER	2008	70,000	296	296	2,179	6,621		530	\$5,317
OCTOBER	2008	58,800	246	246	1,557	5,235		158	\$1,590
NOVEMBER	2008	70,600	224	224	1,418	5,269		530	\$5,317
DECEMBER	2008	69,800	212	212	1,342	5,150		333	\$3,343
<b>TOTAL</b>		<b>790,800</b>	<b>2,936</b>	<b>2,936</b>	<b>20,529</b>	<b>\$65,503</b>		<b>3,802</b>	<b>\$36,815</b>

Annual Total Energy Cost =	\$102,318	Per Year	
Total KWH x 0.003413 =	2,699.00	x 106	
Total MCF x 1.03 =	3,916.06	x 106	
Total Other x _____		x 106	
Total Site BTU's/yr	6,615.06	x 106	
Floor area:	140,282	s.f.	
Electric Utility	Account #	Meter#	Gas Utility
Xcel	300551412		City of Perryton
			Account #
			19-2825-00

Energy Use Index:	
Total Site BTU's/yr	47,155 BTU/s.f.yr
Total Area (sq.ft.)	
Energy Cost Index:	
Total Energy Cost/yr	\$0.73 \$/s.f. yr
Total Area (sq.ft.)	

## **APPENDIX IV**

### **ENERGY POLICY**

## ENERGY POLICY

[Name of Institution]

Recognizing our responsibility as Trustees of \_\_\_\_\_, we believe that every effort should be made to conserve energy and natural resources. As a result, we are establishing this Energy Management Policy which shall be implemented within each of our facilities. We believe that this policy will be beneficial for taxpayers and community residents in the prudent management of our financial and energy resources.

The fulfillment of this policy shall be the joint responsibility of the trustees, administrators, staff and support personnel. The success of the policy is dependent upon total cooperation from all levels within the system.

The board will designate an Energy Manager to coordinate and implement the overall Energy Policy. The Energy Manager will also maintain accurate records of energy consumption and cost on a monthly and annual basis. Energy audits will be conducted annually at each facility and recommendations will be made for updating and improving the energy program. Energy efficiency guidelines and procedures will be reviewed and accepted or rejected by the board. In addition, the procedures required for implementation of the program, and the results achieved from its administration, will be published for administrative and staff information.

Adopted this \_\_\_\_\_ day of \_\_\_\_\_, 200 .

\_\_\_\_\_  
President, Board of Trustees

Attest:

\_\_\_\_\_  
Secretary, Board of Trustees

## **APPENDIX V**

### **Preliminary Energy Assessment Service Agreement**



## Preliminary Energy Assessment Service Agreement



Investing in our communities through improved energy efficiency in public buildings is a win-win opportunity for our communities and the State. Energy-efficient buildings reduce energy costs, increase available capital, spur economic growth, and improve working and living environments. The Preliminary Energy Assessment Service provides a viable strategy to achieve these goals.

### Description of the Service

The State Energy Conservation Office (SECO) will analyze electric, gas and other utility data and work with PERRYTON ISD, hereinafter referred to as Partner, to identify energy cost-savings potential. To achieve this potential, SECO and Partner have agreed to work together to complete an energy assessment of mutually selected facilities.

SECO agrees to provide this service at no cost to the Partner with the understanding that the Partner is ready and willing to consider implementing the energy savings recommendations.

### Principles of the Agreement

Specific responsibilities of the Partner and SECO in this agreement are listed below.

- Partner will select a contact person to work with SECO and its contractor to establish an Energy Policy and set realistic energy efficiency goals.
- SECO's contractor will go on site to provide walk through assessments of selected facilities. SECO will provide a report which identifies no cost/low cost recommendations, Capital Retrofit Projects, and potential sources of funding. Portions of this report may be posted on the SECO Website.
- Partner will schedule a time for SECO's contractor to make a presentation of the assessment findings and recommendations to key decision makers.

### Acceptance of Agreement

This agreement should be signed by your organization's chief executive officer or other upper management staff.

Signature: Mike Jackson

Date: March 6, 2009

Name (Mr./Ms./Dr.): Mike Jackson

Title: Superintendent

Organization: Perryton ISD

Phone: 806-435-5478

Street Address: 821 SW 17th Ave.

Fax: 806-435-4689

Mailing Address: PO Box 1048

E-Mail: mjackson@perrytonisd.com

Perryton, TX 79070

County Ochiltree

### CONTACT INFORMATION:

Name (Mr./Ms./Dr.): Mike Jackson

Title: Superintendent

Phone: 806-435-5478

Fax: 806-435-4689

E-Mail: mjackson@perrytonisd.com

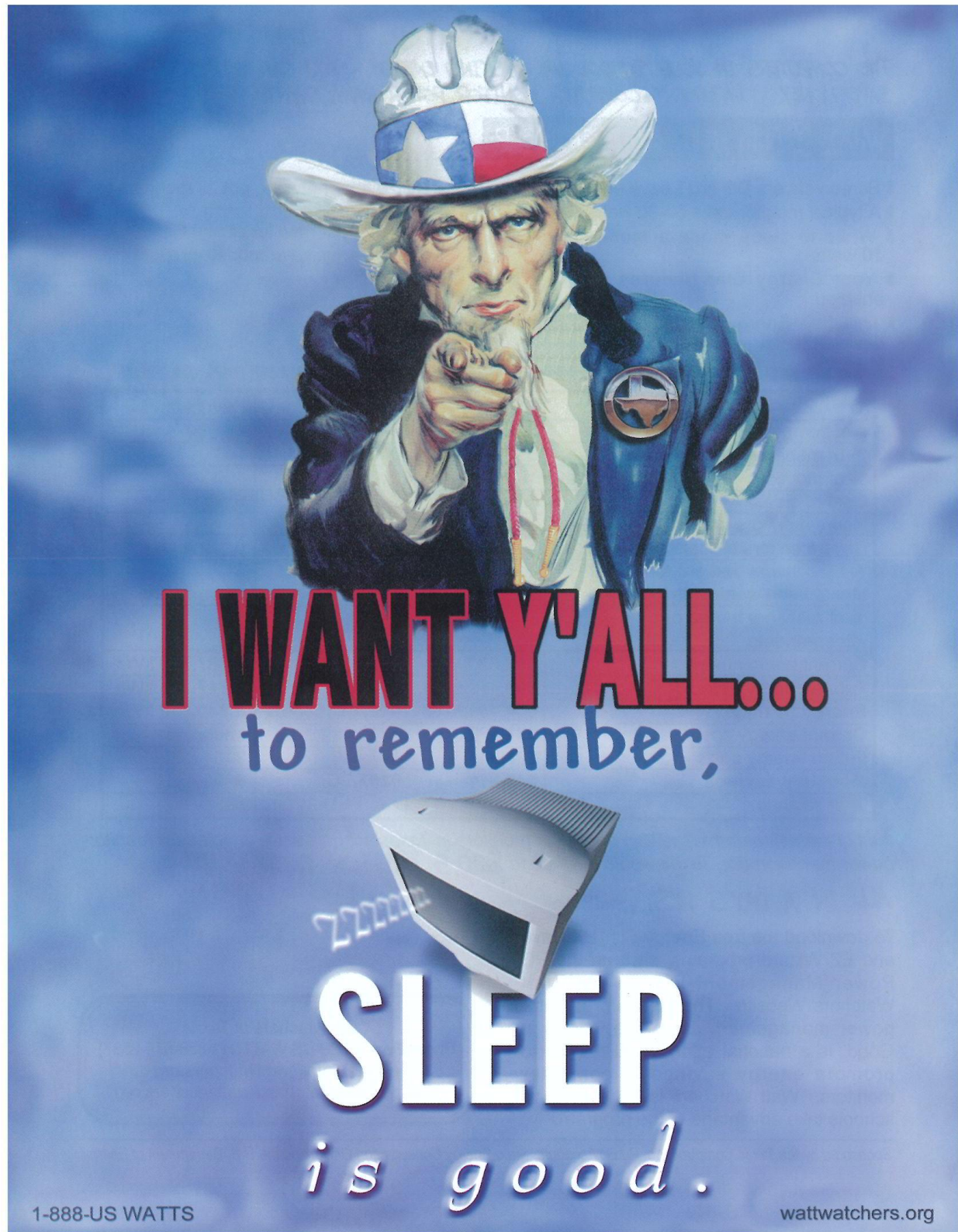
County Ochiltree

Please sign & FAX or mail to Glenda Baldwin at State Energy Conservation Office. FAX: 512-475-2569  
Address: LBJ State Office Building, 111 E. 17<sup>th</sup> Street, Austin, Texas 78774. Phone: 512-463-1731  
**AND also, please fax a copy to your SECO Contractor: ESA Energy Systems Associates, Inc.; Attn: Yvonne Huneycutt FAX: 512-388-3312 Phone: 512-258-0547 x124**

## **APPENDIX VI**

### **SECO PROGRAM CONTACTS WATT WATCHERS OF TEXAS TEXAS ENERGY MANAGERS ASSOCIATION (TEMA)**





*THE COMPUTERS IN YOUR SCHOOL ARE WASTING ENERGY. YOU CAN HELP YOUR SCHOOL SAVE MONEY. IMPLEMENT COMPUTER MONITOR POWER MANAGEMENT.*

### **WHAT Y'ALL NEED TO REMEMBER:**

- Screen savers **DO NOT** save energy!
- A typical monitor uses 60-90 watts
- While in sleep mode a monitor uses 2-10 watts
- Your Energy Star features may not be enabled
- Use free Energy Star software to capture savings
- Utilize your network, put all monitors to sleep at once
- Turn off your monitor at night
- Save energy, save money, prevent pollution

### *SOME ACTUAL EXAMPLES FROM DISTRICTS THAT ALREADY SET THEIR MONITORS TO SLEEP:*

	District A	District B	District C
# of computers	3,000	10,000	15,000
% of monitors enabled	55	0	50
% of monitors enabled after mandate	100	100	100
Cost of electricity	7.5¢	5.8¢	6.0¢
Hours monitors are used per week	9	9	9
Days monitors are used per week	5	5	5
% of monitors that are turned off at night and weekends	35	35	35
% of monitors turned off after mandate	65	65	65
Current energy use	953,620 kWh	5,522,790 kWh	5,087,745 kWh
Future energy use	349,479 kWh	1,164,930 kWh	1,747,395 kWh
<b>Energy savings</b>	<b>604,141 kWh</b>	<b>4,357,860 kWh</b>	<b>3,340,350 kWh</b>
Current energy costs	\$71,522	\$320,322	\$305,265
Future energy costs	\$26,211	\$67,566	\$104,844
<b>Monetary savings</b>	<b>\$45,311</b>	<b>\$252,756</b>	<b>\$200,421</b>
% of savings	63	79	65

*If all of the estimated 1.2 million computer monitors in Texas schools were enabled for monitor power management, Texas would save up to **\$20.5 MILLION EACH YEAR!***

### **ALL IN A DAY'S REST...**

To download the free Energy Star EZ Save and EZ Wizard programs, click on the PC Power Management link on the Watt Watchers Website. The computer monitor power management campaign, Sleep is Good, is a national effort by EPA/DOE to promote energy savings in computer monitors. Watt Watchers is helping Texas schools take advantage of the program.

Watt Watchers of Texas  
 Phone/Fax 1-888-US WATTS (1-888-879-2887)  
 e-mail [info@wattwatchers.org](mailto:info@wattwatchers.org)  
 Visit our website <http://wattwatchers.org>

*Sponsored by the Texas Comptroller of Public Accounts, State Energy Conservation Office, and the U.S. Department of Energy.*







## -IT'S FREE!-IT'S SIMPLE!-IT WORKS!- START YOUR PROGRAM TODAY!

**W**att Watchers of Texas is a FREE energy efficiency program for Texas schools sponsored by the Texas Comptroller of Public Accounts, State Energy Conservation Office, and the U.S. Department of Energy. The program is designed to help school districts save energy and money by getting students involved. It is simple and effective! Students patrol the halls of the schools reducing energy waste by turning off lights and leaving "tickets" for empty classrooms with the lights on. Turning out the lights in a classroom during two unoccupied hours per day (lunch & after school) can save \$50 over a school year.

### GET STARTED

Call 1-888-USWATTS or

Sign up for a free kit. go on-line at <http://wattwatchers.org> to enroll. You will receive a free kit which includes a set of 4 Watt Watchers binders, 4 name badges and 4 name tags with 4 lanyards, 4 pencils, a complete instruction manual on CD-ROM, plus a supply of forms, sample tickets and thank you notes. Everything you need — open your kit and get started today! Not only will your school be provided with all of the materials listed above (approximately a \$25 value), Watt Watchers will provide free support for the program, including:

- \* WATTS NEWS — Quarterly 20 page Newspaper
- \* Toll Free Phone & Toll Free Fax support line
- \* Website and e-mail support
- \* E-Mail Update — Monthly news for Watt Watchers
- \* Workshops — Watt Watchers sponsors regional workshops

- \* Conferences — Watt Watchers attends educational conferences — see you there.
- \* CD-ROM with all the materials — Over 450MB!
- \* Five Year Lapel Pins for dedicated Watt Watchers sponsors
- \* Watt Watchers Certificates for participation and Zero Hero Awards

### BUT THAT'S NOT ALL, Y'ALL!

In addition to student energy patrols that find waste and raise awareness, Watt Watchers also has additional programs for your school:

- \* Traveling Energy Exploration Stations — free loans of hands-on kits for classes
- \* Knowledge is Power — an energy efficiency curriculum supplement
- \* Sleep Is Good — a computer monitor power management program
- \* Junior Solar Sprint — a model solar race car project
- \* Energy Encounter — a one day workshop for high school students
- \* District Energy Council — students assisting energy managers
- \* The Weatherization Project — a residential community energy project
- \* Benchmarking — compare your school district energy use nationally

Watt Watchers of Texas  
Phone/Fax 1-888-US WATTS (1-888-879-2887)  
e-mail [info@wattwatchers.org](mailto:info@wattwatchers.org)  
Visit our website <http://wattwatchers.org>

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**ENROLL IN  
WATT WATCHERS  
NOW  
IT'S EASY!**

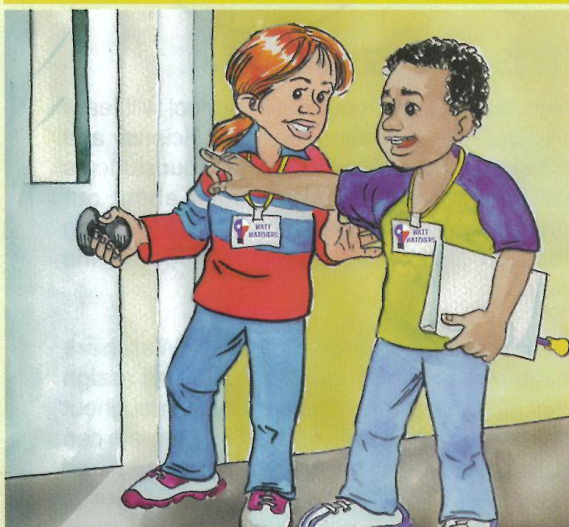
SIGN-UP  
FOR YOUR

**FREE  
KIT**

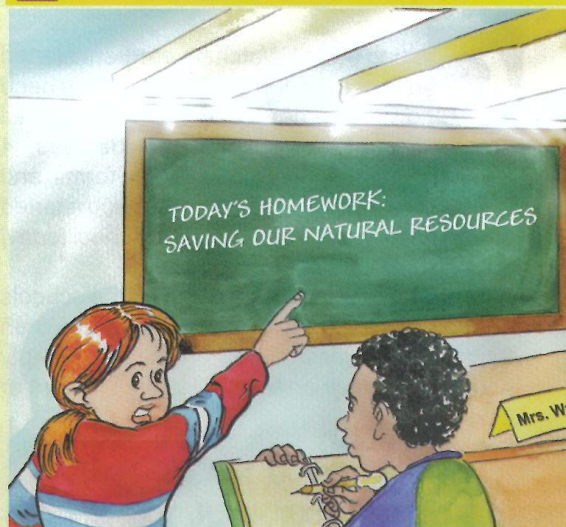
4-NAME BADGES  
4-NOTEBOOKS  
4-LANYARDS  
4-PENCILS

FORMS &  
MANUAL

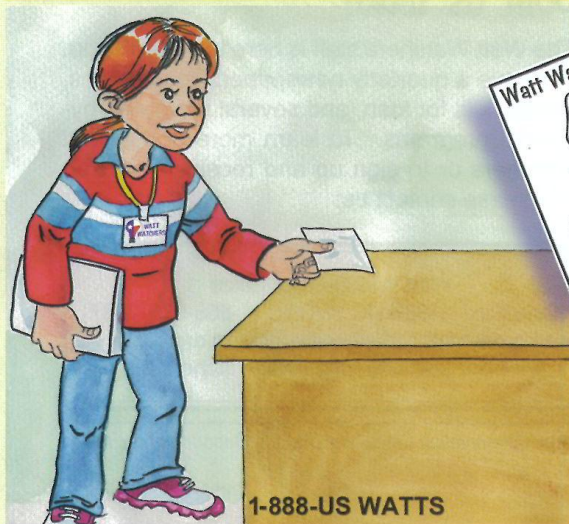
**1** YOUR STUDENTS  
PATROL THE SCHOOL



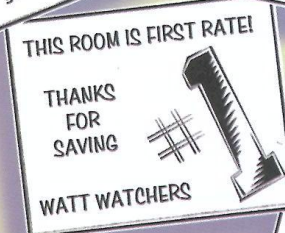
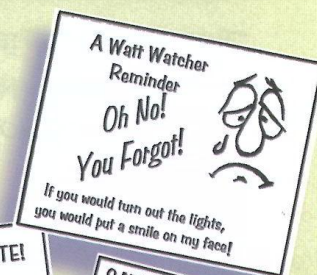
**2** FIND EMPTY CLASSROOMS  
WITH THE LIGHTS ON



**3** LEAVE TICKETS, SOMETIMES  
THANK YOU NOTES...



...REMINDING EVERYONE  
TO SAVE ENERGY AND MONEY



wattwatchers.org



## ENROLL IN WATT WATCHERS OF TEXAS



**G**etting a Watt Watchers program started in your school is so simple. All you need to do is order the FREE kit! Your kit comes complete with 4 name badges, 4 lanyards, 4 notebooks, 4 pencils, the forms, and a CD-ROM with a manual to get you started saving energy and money for your school today!

Your students will patrol the halls of the schools to see where energy is being wasted. When they locate a classroom or office that is empty and the lights are on they will leave a reminder ticket ...

**"OH, NO -YOU FORGOT TO TURN  
YOUR LIGHTS OUT WHEN YOU LEFT THE  
ROOM!"**

If they notice classrooms that consistently turn the lights out they leave them a thank-you note...

**"THIS ROOM IS FIRST RATE -THANKS  
FOR SAVING ENERGY FOR OUR  
SCHOOL!"**

### IT IS THAT SIMPLE.

Your students and your entire school will learn a valuable lesson about energy efficiency and its benefits that will last a lifetime. Your students will change habits and attitudes about our environment while saving money and preventing pollution. You will change the world for the better.

Teachers, just place the Watt Watchers materials in a bin at your front door and assign your students a time to go on patrols throughout the day and the work is done. The program can be adapted to fit your teaching needs and demands. The Watt Watchers program is designed not to interrupt daily school activities. Thousands of programs across Texas are now patrolling quickly and quietly.

### JOIN US TODAY!

The Watt Watchers staff is here to support you. We have a quarterly newspaper, lesson plans, energy kits for loan, and several more energy-related programs. To learn more about Watt Watchers or to sign up and receive your free kit, please contact us:

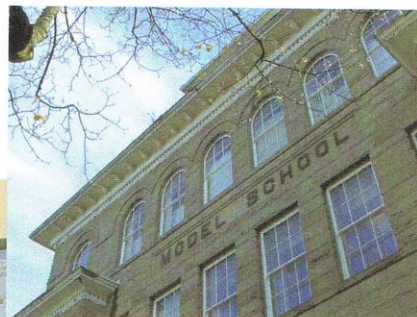
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**ANNOUNCING!**

## **TEXAS ENERGY MANAGERS ASSOCIATION**

**A PROFESSIONAL ASSOCIATION  
FOR THOSE RESPONSIBLE FOR  
ENERGY MANAGEMENT IN TEXAS  
PUBLIC FACILITIES.**



**WWW.TEXASEMA.ORG**

Check the website for  
Membership  
and Association  
information.

- Networking
- Sharing Knowledge and Resources
- Training Workshops
- Regional Meetings
- Annual Conference
- Certification
- Legislative Updates
- Money-Saving Opportunities

In association with the  
State Energy Conservation Office



**APPENDIX VII**  
**UTILITY CHARTS ON DISKETTE**